

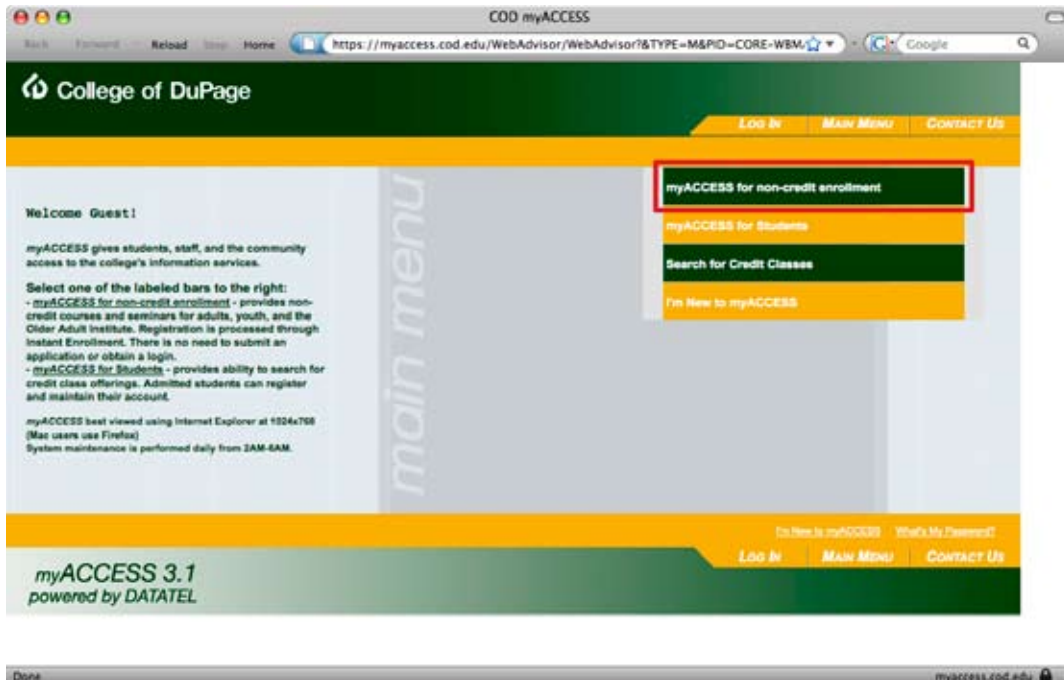


# NEW ONLINE REGISTRATION

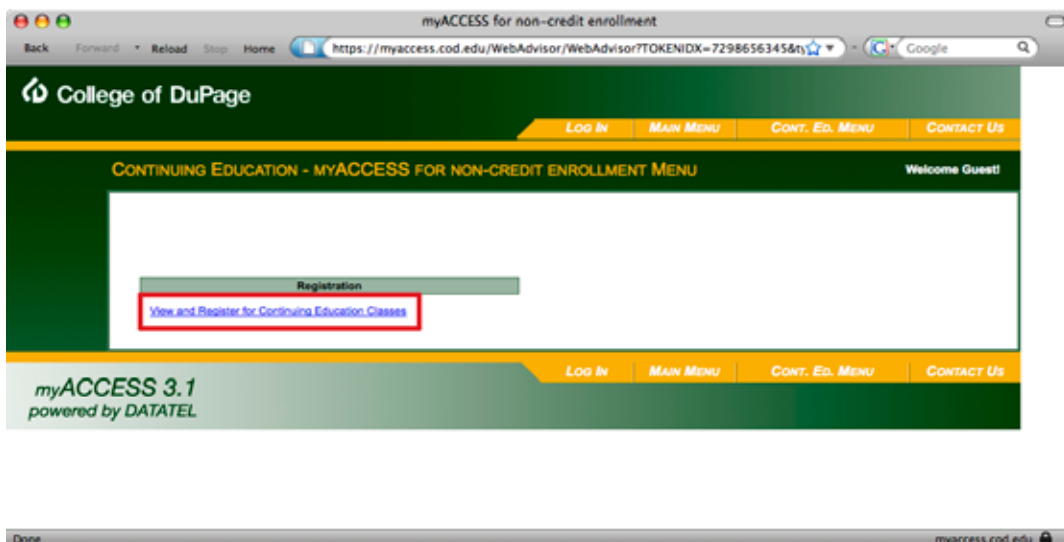
 College of DuPage

REGISTRATION

1. Click on "myACCESS for non-credit enrollment."



2. Choose "View and Register for Continuing Education Classes."



### 3. Enter search criteria in at least one or two fields to find your class, and click on "Submit."

The screenshot shows a web browser window with the URL <https://myaccess.cod.edu/WebAdvisor/WebAdvisor?TOKENIDX=7298656345&S>. The page title is "View and Register for Continuing Education Classes". The College of DuPage logo is in the top left. A navigation bar contains "LOG IN", "MAIN MENU", "CONT. ED. MENU", and "CONTACT US". A yellow banner contains a note: "Note: Credit card payment is required when registering for Continuing Education or non-credit classes via the web. Please have your credit card information at hand. If you prefer to use check or cash, you may use our mail or in-person registration process. If you experience any problems registering via the web, please contact our Continuing Education Office at 630-942-2208 before attempting to proceed with your registration." Below the banner, the page is titled "CONTINUING EDUCATION" and "Welcome Guest!". The main content area is titled "View and Register for Continuing Education Classes" and includes the instruction: "You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)". The search form includes the following fields: "Subject" (dropdown menu with "Art" selected), "Topic Code" (dropdown menu), "Search For (Key Word)" (text input), "Course Code Number" (text input with example "(EX. YEHSC 0001-001)"), "Starting On/After Date" and "Ending By Date" (date pickers), "Classes Meeting After" and "Classes Ending Before" (dropdown menus), "Days" (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), "Location" (dropdown menu), and "Instructor's Last Name" (text input). A "SUBMIT" button is highlighted with a red box. The footer contains "myACCESS 3.1 powered by DATATEL" and the navigation bar is repeated. The browser status bar shows "Done" and "myaccess.cod.edu".

# 4. Click on the box for your desired class, and then "Submit."

**Select Classes**

Note that this does not reflect our complete course catalog. Only classes available for enrollment by non-degree students appear here. For a complete search, including classes available to degree-seeking students, use "Search for classes."

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Fees	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	PHOTO-0001-001 Photography-Beginning	10/19/2009-11/23/2009 Seminar Monday 09:30PM - 09:25PM, K Bldg, Room 131	Main Campus	10/19/09	11/23/09	B. Smith	\$155.00		20 / 17
<input type="checkbox"/>	PHOTO-0001-003 Photography-Beyond Beginning	10/22/2009-12/10/2009 Seminar Thursday 07:00PM - 09:30PM, K Bldg, Room 142	Main Campus	10/22/09	12/10/09	B. Smith	\$155.00		20 / 18
<input type="checkbox"/>	PHOTO-0001-004 Photography-Beginning	09/03/2009-10/15/2009 Seminar Thursday 07:00PM - 09:30PM, K Bldg, Room 142	Main Campus	09/03/09	10/15/09	B. Smith	\$155.00		20 / 20
<input type="checkbox"/>	PHOTO-0002-001 Digital Camera Operation	09/30/2009-10/21/2009 Seminar Wednesday 07:00PM - 09:30PM, K Bldg, Room 106	Main Campus	09/30/09	10/21/09	J. Schuch	\$95.00		18 / 15
<input type="checkbox"/>	PHOTO-0002-003 Digital Camera Operations	09/10/2009-10/08/2009 Seminar Thursday 07:00PM - 09:00PM, Open Campus Ctr. Room 125	Main Campus	09/10/09	10/08/09	J. Schuch	\$95.00		18 / 17
<input type="checkbox"/>	PHOTO-0004-001 Portraits and Lighting	11/03/2009-12/15/2009 Seminar Tuesday 07:00PM - 09:30PM, K Bldg, Room 142	Main Campus	11/03/09	12/15/09	B. Smith	\$155.00		20 / 18

**SUBMIT**

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5.

Provide your personal information. Continue on to give the required payment information, and follow instructions to complete your registration.

Personal Identification

College of DuPage

Log In | Main Menu | CONT. ED. MENU | CONTACT US

CONTINUING EDUCATION Welcome Guest!

**Personal Identification**

\* \* \* Required

Prefix [Dropdown]

First Name\* [Text] Middle Name [Text] Last Name\* [Text]

Suffix [Dropdown]

SSN [Text]

E-mail Address\* [Text]

Mailing Address Line 1\* [Text]

Mailing Address Line 2 [Text]

City\* [Text] State\* [Dropdown] Zip\* [Text]

County [Dropdown]

Country (only if foreign) [Dropdown]

Phone Number	Extension	Type
[Text]	[Text]	[Text]
[Text]	[Text]	[Text]
[Text]	[Text]	[Text]

Are you Hispanic or Latino?  
 Yes  
 No

Select One or More Races  
[Dropdown]  
[Dropdown]  
[Dropdown]

Birth Date\* [Text]

Gender [Text]

Citizenship Country\* [Dropdown: United States of America]

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

**SUBMIT**

myACCESS 3.1

Log In | Main Menu | CONT. Ed. MENU | CONTACT US

Done myaccess.cod.edu